

NEIGHBORHOOD SERVICES & PRESERVATION DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Neighborhood Services and Preservation Director exists is to facilitate efforts to enhance neighborhood environment through public safety, functional and aesthetically pleasing public infrastructure, and preservation and enhancement of property values in the Citizen and Neighborhood Resources Department. This classification does supervise. Work is performed with considerable independence and judgment reporting to the Citizen and Neighborhood Resources General Manager. The Neighborhood Services and Preservation manages and directs the work of a division.

ESSENTIAL FUNCTIONS

Plans, develops and implements programs and strategies that provide direct services and preserve the quality and character of neighborhoods in the community.

Manages code enforcement efforts that effect the zoning ordinance, neighborhood preservation and other sections of the City Code to assure consistency, accuracy, and adherence to policy.

Provides general guidance and interpretation assistance to the Division staff on program and policy issues.

Represents the Department on interdepartmental/interagency task forces.

Makes presentations at City Council meetings, public hearings, or other forums.

Meets and confers with managers from other departments, divisions or agencies to resolve issues that cross jurisdictional lines.

Meets with residents, neighborhood associations, interest groups, non-profit organizations, elected officials, business or industry representatives and other on policy and program issues.

Creates and maintains an internal communication and coordination system to ensure effective and efficient responses to neighborhood issues.

Prepares the annual operating budget for the division. Manages financial and budgetary operations of the department.

Oversees the Citizen Service Centers.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Management practices and procedures.

Community organizations and their leaders.

Various negotiation styles and techniques.

Microsoft Word, Excel, and PowerPoint.

Ability to:

Personally provide-and to motivate others to consistently deliver superior, high quality services to citizens, customers and community.

Respond to, engage and cooperate with citizens, elected officials, community groups, advisory boards and commissions, co-workers and other entities working together to preserve, sustain and enhance the quality, character, vitality and integrity of existing and future neighborhoods.

Think and plan strategically, while also paying attention to detail and effective delivery of "day to day" services.

Organize, manage and deploy resources in a manner most compatible with community and organizational needs, policies, expectations and goals.

Communicate effectively in all forms, including writing, speaking and actively listening from the perspective of others. Poised and responsive in all settings, ranging from formal public hearings to neighborhood meetings and one-on-one situations.

Work with citizens, customers, employees and others with diverse cultural, social, economic and philosophical backgrounds, values and ideas.

Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in public administration, urban planning or a related field and five to seven years of professional or administrative level experience developing, organizing and implementing multi-faceted community-based programs.

FLSA Status: Exempt

HR Ordinance Status: Unclassified